

# New Staff Orientation

Must be completed within 2 weeks of beginning employment.

\*submit to ORO when completed and signed



Facility Name: \_\_\_\_\_ CCLD License # \_\_\_\_\_  
Staff Name \_\_\_\_\_ Hire Date: \_\_\_\_\_  
Registry # \_\_\_\_\_

Policy/Procedure Reviewed with Staff	Date of Orientation
1. Building evacuation	
2. Emergencies requiring staff and children to remain inside	
3. Child or staff, injured or ill	
4. Child Care Licensing Division rules	
5. Facility policies	
6. Procedure for reporting suspected child abuse or neglect	
7. Central Background Registry Requirements	
8. Qualifications checked and documented	
9. Other:	
Training Hour(s): <b>2 hours</b>	
Core Knowledge Category: <b>Program Management</b>	

\_\_\_\_\_  
Signature of person providing orientation

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Staff signature

\_\_\_\_\_  
Date Completed

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the DELC at 503-947-1400

# *Certificate of Completion*

This is to certify that

Has completed new staff orientation at

Facility Name \_\_\_\_\_ CCLD License # \_\_\_\_\_

Orientation Date: \_\_\_\_\_ Training Hours: \_\_\_\_\_

Core Knowledge Category: Program Management

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Authorized Signature (Director, Trainer, or Administrator)